

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes July 13, 2022

**Physical Location Component at Board of Commissioners Room,
2nd Floor, Van Buren County Administration Building,
219 E Paw Paw Street, Paw Paw MI 49079**

Remote Component Host: Wayne Nelson, Secretary-Treasurer at the meeting site

Note for the Record—This meeting was held at the stated physical location, with an additional online remote component using Zoom remote meeting software. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county's website to allow public participation. Each Board Member who attended remotely when a reasonable accommodation to attend remotely under the Americans With Disabilities Act was granted to any Board Member, announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state), and is accorded quorum and voting status for the meeting. Any other Member attending remotely is not accorded quorum and voting status and is not required to declare a physical location.

1. Call to Order and Determination of Quorum and Attendees

At 3:32 PM, by Chair Gail Patterson-Gladney with attendees/absentees/remote locations/quorum status as stated above and as follows:

Board Member Attendance Report--Brownfield Redevelopment Authority Board										
Name	Position	Attendance/Quorum Status	Declared Remote Location			Present Anytime	Present @ Start	+ Late Arrivals	- Early Departs	Present @ End
			Municipality	County	State					
Gail Patterson-Gladney	Chair	Attended physically				Yes	Yes			Yes
Lisa Phillips	Vice Chair	Attended physically				Yes	Yes			Yes
Cynthia Compton	Member	Attended physically				Yes	Yes			Yes
Kate Hosier	Member	Attended physically				Yes	Yes			Yes
Katie Strohauer	Member	Remote for comment only				No	No			No
Zach Morris	Member	Attended physically				Yes	Yes			Yes
Dr. Patrick Creagan	Member	Attended physically				Yes	Yes			Yes
John Young	Member	Attended physically				Yes	Yes			Yes
Lisa Imus	Member	Attended physically				Yes	Yes		4:11 PM	No
				Count:		8	8	0	-1	7
				Members Present:			8 of 9	8 of 9	7 of 9	7 of 9
				Quorum (Yes/No):			Yes	Yes	Yes	Yes

a. **Board Members Present (9); Board Members Absent (0); Board Vacancies: (0).** A quorum (8 of 9) is initially present and a quorum remained throughout the meeting.

b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultant Erik Peterson from Envirologic Technologies Inc.; Doug Koop, EGLE Kalamazoo District Brownfield Coordinator; Erica Bays, EGLE District Liaison to VBC (remotely).

2. **Approval of Agenda**--The prepared agenda was presented. Motion by Hosier, supported by Imus, to approve the agenda. Approved by a vote of 8-0.

3. **Approval of Minutes of Regular Meeting held May 11, 2022**--The draft minutes of the meeting were included in the agenda packet. Motion by Phillips, supported by Morris, to approve the minutes as drafted. Approved by a vote of 8-0. *Note: The scheduled meeting for June 8 was cancelled by the Chair due to lack of a quorum, and the Secretary's note to that effect has been added to the official records.*

4. **Public Comment**—Doug Koop, the new EGLE Brownfield Coordinator for the Kalamazoo District, introduced himself, his background and duties with EGLE, engaged in brief dialog with the attendees, and encouraged any new projects that VBC may have.

5. Secretary-Treasurer's Report—

- a. Nelson presented a written report with oral enhancements.
- b. Phillips asked for clarification of the Captured Taxes Distribution Limit Analysis report format, and Nelson agreed to implement those requests.

- c. There were no invoices for approval.

6. Other Correspondence—None

7. New Business—

- a. **Annual Election/Selection of Officers**—Chair Patterson-Gladney announced that the annual process of choosing officers is before the Board. Nelson commented that the Board may proceed in any manner desired. Motion by Morris, supported by Compton, to continue the terms of the present officers by electing Gail Patterson-Gladney as Chairperson, electing Lisa Phillips as Vice Chairperson, and selecting Wayne Nelson as Secretary-Treasurer until the regular meeting of June 2023 or until successors are chosen. Approved by a vote of 8-0.
- b. **Project Application for Sonas Real Estate Holdings LLC**—Erik Peterson announced that this project application is delayed and still needs formal support of the City of Bangor's LDFA and City Commission. Cynthia Compton added that the land environmental issues stemming from the site's former use as a community dump may substantially delay or cancel the project.
- c. **EPA Grant Final Closeout Letter.**—Erik Peterson reiterated the Secretary-Treasurer's Report that we have received a Final Closeout Letter from the EPA, which effectively ends all grant activities unless the EPA would choose to do an audit in the future.

8. Ongoing Business—EPA Grant/Brownfield Plan Project Updates—Consultant Erik Peterson had no comments on EPA Grant and Brownfield Plan projects.

9. Other Business/Reports

- a. **Land Bank Authority Report**—With no VBCLBA meeting this month, Compton, Imus, and Morris commented on VBCLBA issues, with Compton mentioning that she thought her involvement of the VBCLBA Board would only last a year or so.

Member departs—Lisa Imus departs at 4:11 PM; a quorum, now 7 of 9, remains.

- b. **Economic Development Corporation and Other Economic Development Report**—
- Morris commented on projects in Covert Township that may significantly enhance Lake Michigan high-end and medium high-end residential units with attendant increased individuals that need new and expanded local businesses.
 - Morris led a discussion on the issue and opportunities of "fill-in" housing in our core communities, where vacant lots can have new neighborhood-compatible housing. and nearby units can have exterior rehabilitation
- c. **General Member Comments**—None

10. Adjournment—Motion by Hosier, supported by Morris, to adjourn. Approved by a vote of 7-0. All business being completed, the meeting was adjourned by the Chair at 4:18 PM.


Wayne Nelson, Secretary-Treasurer
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
SLBA	Agency	Michigan State Land Bank Authority
VBCLBA or LBA	Agency	Van Buren County Land Bank Authority
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
BP	Brownfield Term	Brownfield Plan
LBRF	Brownfield Term	Local Brownfield Revolving Fund
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing